

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

January 24, 2008

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TITLE:	Financial Specialist
POSITION NO:	00816
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, February 7, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Resume required at time of application.

TYPICAL DUTIES: This position is a Public Health Financial Specialist for the Public Health & Safety Division (PHSD) in the Communicable Disease Control and Prevention Bureau. This position is responsible for performing professional accounting services to ensure the proper accounting of federal and state funds in compliance with applicable regulations, generally accepted accounting principles (GAAP), and professional standards (e.g., budget management, financial analysis, accounting system development and maintenance, and report and financial statement preparation); administering program grants and contracts to ensure program and grantee compliance with contract and grant requirements, federal guidelines, and GAAP; and providing technical assistance services for the entire bureau.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of concepts and theories of governmental budgeting and accounting; state budget procedures; GAAP; federal grant procedures; auditing methods and techniques; federal funding requirements; data and records management; grant

administration; project requirements (i.e., planning, budgeting, etc); and federal financial reporting requirements.

Skills: Skill in problem-solving techniques; system analysis and design procedures; mathematical and statistical analysis; management of resources through various automated systems; work planning; delegation; data collection and analysis; fiscal projection; program budgeting; and the use of a personal computer, spreadsheets, word processing software, division and state computer applications. Experience in SABHRS and PERQS is preferred.

Abilities: Ability to take initiative; communicate concisely orally and in writing; handle multiple tasks efficiently and effectively; use reason and logic to identify and solve problems; assume accountability for decisions, actions, and results; and follows through on issues to completion.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in accounting, finance, business, economics, or related field with significant coursework in public accounting **AND** one year of progressively responsible work experience in government accounting and budgeting, including accounting/budgeting system development and grant/contract administration. Relevant experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience may be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume required at time of application; and
5. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Financial Specialist

Position: #00816

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your past experience including specific duties in grant management.
2. Please describe your understanding of public health funding.